

TOWN OF WEBSTER
Office of Selectmen
945 Battle Street/Rte. 127
Webster, NH 03303

6:38 P.M. Selectmen's Meeting – November 28, 2011

Present: Chairman George Cummings, Selectman George Hashem and Selectman Bruce Johnson.

The Board signed the payroll and check manifests.

The Board signed the following for Administrative Assistant Judith Jones:

- Selectman Johnson made a motion to accept the Selectmen's Minutes of November 14, 2011 as written; seconded by Selectman Hashem and approved. Selectman Hashem did note however, that after his signature line at the end of the minutes that it stated "(non-public session only)" and this needed to be struck as that pertained to the meeting of October 31, 2011. This was then struck and initialed by the Board.
- Selectman Hashem recommended that the Board revisit the Selectmen's Minutes of November 14, 2011 – Non-public session that was sealed, to which the Board agreed.
- Investment Policy as amended on November 14, 2011 was signed and initialed after adding the words Appendix B after "amended".
- The 2011 Equalization Municipal Assessment Data Sheets Certificate.
- An appointment sheet for Paul Silberman as ZBA Alternate until 2012.
- A sick leave slip for Mrs. Jones.

Financial Administrator Wendy Pinkham provided four Timber Tax bills for the Board's signature. She also provided them with printouts of the budgets that were available. Selectman Hashem stated that we should have a Capital Reserve Fund for compensated absences.

The Board signed the following for Police Chief Robert Dupuis:

- PO # 38 for the Police Department to AAA Police Supply for ammunition in the amount of \$981. He advised that \$500 will come from his budget and the remaining will come from the pistol permit fund.
- PO #40 for the Police Department to Rose's Garage for brake pads and rotors, front wheel bearings and hub assembly for the 2007 Explorer in the amount of \$670.
- The semi-monthly report. He noted that there is some missing data from this report.

Chief Dupuis discussed the following with the Board:

- There have been 1,640 hours of unpaid call-time logged, which may be in violation of the federal labor laws. Mrs. Pinkham advised that the Town has to be in compliance with the State Labor Laws but has to follow the Federal Labor and Standards Act. Selectman Hashem thought this had been discussed at an earlier time and that there should be clear guidelines. Chief Dupuis advised that the issue was that it was once paid, but that practice ceased. A lengthy discussion followed with input from the Board and the public. The final decision was that Chairman Cummings will call the Local Government Center for clarification and Mrs. Pinkham will pull out the paperwork from previous research.
- Lieutenant Philip Mitchell had put in for vacation time in November. However, his wife broke her arm and he had to care for her. Therefore, he is requesting that the vacation time be changed to sick leave. After a short discussion, the Board had no objection.
- He talked to IMC regarding the use of a peer to peer versus a server for the computers at the Police Department and was advised that it could be done. There was a discussion on security of the files. Mrs. Pinkham provided the Board with a lengthy e-mail from Mainstay Technologies outlining the benefits and need for a server for our office. This information was shared with David Klumb and after a short review he pointed out that the biggest loss if the office were to give up the server would be the e-mail accounts through the Town's website, though he noted that a new host could be found for that purpose, but might be costly. Mrs. Pinkham had not received an answer regarding the accounting

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G. K. Hashem

B. G. Johnson

package as to whether or not it would work on a peer to peer system. The Board will review the e-mail from Mainstay. No other decisions were made.

Fire Chief Colin Colby advised that there have been 138 calls to date including medical, trees on wires and one structure fire. He advised that the State Fire Marshall and the Police Department are conducting a follow-up investigation. He had the opportunity to work with the Fire Marshall for two days, though the investigation is ongoing. He expressed appreciation to Lieutenant Mitchell for all the pictures he had taken, which assisted the State Fire Marshall immensely. The towns of Salisbury, Warner, Boscawen, Concord, Hopkinton and Andover assisted in the fire suppression effort.

The Board signed the following for Fire Chief Colin Colby:

- PO #39 for the Fire Department to Rose's Garage for batteries for the ambulance in the amount of \$330.
- PO #41 for the Fire Department to State of NH, DRED, Division of Forests and Lands or some other vendor to be determined for 15 each of Nomex shirts, forestry helmets, goggles & gloves (this is a 50/50 grant with reimbursement to be requested after the paid invoice is submitted) in the amount of \$1,910. These funds will be encumbered out of the 2011 budget. This PO will be put on hold until Deputy Fire Chief Adam Pouliot has an opportunity to check for better prices from other sources.
- PO #42 for the Fire Department to Beltronics for three Motorola Batteries in the amount of \$405.
- PO #43 for the Fire Department to Fire Tech & Safety of New England for 5 lengths of 2 ½" x 50' yellow hose in the amount of \$935.

7:18 P.M. Selectman Johnson made a motion to go into non-public session pursuant to RSA 91-A:3 II (b) regarding the hiring of a public employee; seconded by Selectman Hashem. Roll call: Chairman Cummings – yes; Selectman Hashem – yes and Selectman Johnson – yes.

Police Chief Robert Dupuis and Administrative Assistant Judith Jones joined this meeting.

7:36 P.M. Chairman Cummings reconvened the meeting. He advised that the Board discussed personnel issues and met with the candidate for the full-time Police position vacancy, advising that the Board was in unanimous agreement with Chief Dupuis' recommendation. He advised that this non-public session was not sealed. Chief Dupuis then introduced Daniel Shapiro, new full-time patrolman for the Town of Webster, followed by a round of applause. Town Clerk Michele St. Jacques then administered the oath of office to Mr. Shapiro.

Selectman Johnson read a voluntary interest form received from Mary Jane (MJ) Turcotte for the alternate position for the Planning Board. He then made a motion to appoint MJ Turcotte as an alternate to the Planning Board; seconded by Selectman Hashem and approved.

Selectman Johnson presented a revised draft of the "Volunteer Interest Form" and a draft for an "Appointment Procedure Policy" for the Boards consideration. He checked with the Local Government Center and the Town of Hopkinton as a guideline. This will be put on the next agenda for consideration.

Mrs. Jones had compiled the list of 2012 Hazard Mitigation Committee Members needed for the update of the Hazard Mitigation Plan. The first meeting will be January 11, 2012 at 6:00 PM at the Town Hall. Several suggestions were made and potential members will be contacted. This list will be reviewed at the next meeting.

Selectman Johnson advised that he and his son had checked out the sound system and found it to be adequate for the Town's needs. It will be tested at the Public Hearing on the Warrant and Budget in February to be sure.

Mrs. Pinkham had received quotes for copiers to replace the office copier and found that Twin Rivers had the best price for a copier that meets the Town's needs at a cost of \$880. Selectman Hashem made a motion to withdraw \$880 from the Office Equipment Capital Reserve established in 1994 for this purpose; seconded by Selectman Johnson and approved.

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Chairman Cummings noted that the Board had hoped to meet with the Hopkinton Selectmen regarding the landfill budget, which was presented to Hopkinton on October 17th by Steve Clough. Selectman Hashem advised that he has reviewed the billing and revenue process for the last several years and had some questions he would like clarified by Hopkinton. Refuse Disposal Committee Member Ellen Kontinos-Cilley advised that their committee will meet on Thursday and again invited the Board to attend this meeting and asked to be notified when this Board meets with Hopkinton. Mrs. Pinkham noted that Hopkinton is a budget committee town. It was decided to request a meeting with the Hopkinton Board on December 5th or 19th. There was further discussion on the ordinance that is being amended and after a public hearing, which could be held jointly, will hopefully be adopted in the near future.

Selectman Johnson made a motion to give \$25 to the Currier & Ives Byway project as requested in order for them to obtain 501c3 status; seconded Chairman Cummings. The motion passed though Selectman Hashem abstained.

Budgets were then discussed. The Board requested that the Capital Reserve lines be filled in with last year's numbers and that a new line be added for Compensated Absences, all of which will be reviewed before finalizing the budget. There was discussion on the 5-year projections for the Town Hall projects i.e. the painting. There was discussion on vinyl siding at least portions of the building and issues that might occur when painting. It was thought that Hopkinton may ask for a new building at the landfill, which Mrs. Jones will inquire as to their intentions and the expected cost.

The Police budget was reviewed. Chief Dupuis advised that gas is \$3.13 per gallon through the contract period of January 1st through September and that he based his budget line on that and a higher cost for the last months of the year. He explained his rationale used for many of the other line items. Mrs. Pinkham may need to add a line for on-call time after research of that subject is completed. Again there was discussion on the subject of on-call time. There was discussion on the part-time officer line. Roy Fanjoy inquired as to when Officer Richard LaValley last worked and if he was keeping up with the required qualifications. Chief Dupuis advised that he has been in contact with Officer LaValley regarding keeping up with the necessary qualifications. Chief Dupuis also advised that he had worked only twice shortly after he went to part-time status due to family health issues, but anticipated that he would be more available once circumstances changes. Mr. Fanjoy inquired about the security of files at the Police Department and what would happen if the designated person were suddenly gone. Chief Dupuis assured him that he was the only one with access, but there were arrangements should something happen to him.

As he thought he was to meet with the Board regarding the PB/ZBA budget this evening, Planning Board Chairman Jere Buckley advised that he and Zoning Board Chairman Martin Bender were in agreement with their budget as presented after reviewing it with the respective Boards.

Chief Dupuis advised that he needs to replace his secure file cabinet and after much research has found a used fire-proof unit for \$1,088. A purchase order will be prepared for the next meeting.

8:54 P.M. Selectman Hashem made a motion to go into non-public session pursuant to RSA 91-A:3 II (a) regarding personnel issues; seconded by Selectman Johnson. Roll call: Chairman Cummings – yes; Selectman Hashem – yes and Selectman Johnson – yes. Mrs. Jones was asked to join the Board for this meeting.

9:38 P.M. Chairman Cummings reconvened the meeting. He advised that the Board discussed at length whether there was a need to seal the minutes of the non-public session from the last meeting as well as the need to consult further with the Local Government Center on that matter. No other decisions were made and the Board voted to seal the minutes.

Selectman Johnson requested that the next meeting start at 6:30 P.M. Chairman Cummings recommended that all of the Selectmen's Meetings begin at 6:30 P.M. into the foreseeable future until the Board decides differently. All were agreeable to this.

9:41 P.M. Selectman Johnson made a motion to adjourn the meeting; seconded by Selectman Hashem.

George C. Cummings, Chairman
BOS/jj

George K. Hashem

Bruce G. Johnson

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